



# UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

ForO 11240.3  
SUP  
27 MAR 1992

## ORIGINAL

### FORCE ORDER 11240.3

From: Commander  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT  
(GME)

Ref: (a) MCO P11240.106A  
(b) ForO 4450.1  
(c) MCO P4400.150D  
(d) MCO 5101.8D  
(e) TM 4700-15/1F, Chapter 9  
(f) ForO P7300.1  
(g) MCO P4790.2  
(h) MCO 11240.66B  
(i) TM 11275-15/4  
(j) NAVCOMPT Manual Vol 3, Chapter 6

Encl: (1) Guidance for Requesting Disposition Instructions for  
Garrison Mobile Equipment  
(2) Limited Technical Inspection (NAVMC 10284)  
(3) DoD Property Record (DD Form 1342)  
(4) Annual Garrison Mobile Equipment Report Format  
(5) Annual Long-Term Lease Report  
(6) Scheduled Maintenance Report  
(7) Government Transportation, Waiver of Liability

1. Purpose. To provide amplifying instructions contained in the references for the management of Garrison Mobile Equipment (GME) within Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO P11240.1.

3. Information. Reference (a) defines GME as all equipment that is designed and integrally configured (wheeled, tracked, or skid-mounted) to be operationally mobile regardless of design (military or commercial). GME is used in performing the transportation, maintenance, or warehousing functions by Marine Corps activities in a garrison environment.

a. Reference (a) contains a detailed list of equipment included in the GME program.

b. GME is procured for "administrative" vice "tactical" use. Commercially designed vehicles performing tactical missions, (i.e. M889 (HWMV) trucks are not included in the definitions of GME).  
ForO 11240.3

4. Action. All units subject to MARFORRES authority shall comply with the provisions, guidance, and instructions contained herein.

ForO 11240.3  
27 MAR 1997

5. Acquisition. Procurement of GME for replacement, substitution, and augmentation is budgeted for by the Commandant of the Marine Corps (CMC) (Code LFS-2).

a. GME is acquired by CMC to replace existing equipment authorized under the MARFORRES GME Table of Equipment (T/E), as the life of the equipment expires. Projected deficiencies are identified through retirement analysis reports.

b. Allowances have been established for units within MARFORRES and will be sent out under separate cover. Commercial vehicle allowances will be provided by letter indicating location, equipment code, type and current allowance with any changes. Allowance letters are to be maintained in the EAF and T/E allowance files.

c. Requests for additional GME, to include garrison mobile engineer, ground maintenance, or material handling equipment (i.e. forklifts) shall be submitted in letter format to the Commander, MARFORRES (SUPO/PCO). Requests shall include the nomenclature and equipment code number of the item as listed in figure 8-1 of reference (a). Justification must provide projected usage data for determination of cost effectiveness and complete justification for the additional item of equipment.

d. Requests for first-time buys of narrow-aisle material handling equipment (i.e. forklifts, electric pallet jacks, etc.) shall be submitted in the units annual Warehouse Modernization budget. Reference (b) provides additional guidance.

6. Accountability. GME shall be accounted for as Plant Account Property per reference (c).

a. Receipt of GME. Upon receipt of all GME, the receiving unit shall complete and forward the original DOD Property Record (DD Form 1342) and copy of the Material Inspection and Receiving Record (DD Form 250) to the Commander, MARFORRES (SUPO/PCO). The equipment shall be picked up on the appropriate accounting records and reported to CMC (Code LFS-2) by this Headquarters.

(1) New commercial vehicles are not inspected prior to delivery; therefore, the receiving unit is required to inspect the vehicle for any damage which may have occurred during shipment. Further, new vehicles shall be taken to the local dealer for "dealer's prep" prior to being placed in service. Charges shall be paid by the receiving unit.

(2) Newly delivered vehicles are covered by warranty in accordance with the government purchase contract. The warranty is similar to the type associated with privately purchased vehicles.

(4) Upon receipt of new GME, review your commercial vehicle allowances. A Limited Technical Inspection (LTI) with cover letter requesting disposition instructions for excess GME shall be submitted within 30 days.

b. Transfer of GME. GME may be reassigned within MARFORRES units only after written authorization to transfer the assets has been received. Plant Account records will be changed to reflect the transfer of assets at the MARFORRES Supply Property Control Office upon receipt of the DOD Property Record (DD Form 1342) and DOD Release/Receipt Procurement Requisition (DD Form 1348-1). All documentation shall be forwarded to the Commander, MARFORRES (SUPO/PCO). Transfers out of any MARFORRES unit must be approved by the Commander, MARFORRES prior to releasing the equipment.

c. Leases of Garrison Mobile Equipment.

(1) There are two types of GME leases, short-term and long-term.

(a) A short-term lease is 59 days or less in length. Unit Commanders/I-I's have authorization to make a short-term lease without approval from the Commander, MARFORRES as long as funds are available.

(b) A long-term lease is for 60 days or longer. This type of lease requires a written request to the Commander, MARFORRES (SUPO/PCO) and receipt of written authorization prior to leasing.

(2) Both short and long-term leases are funded through the unit's O&MMCR funds. Leased GME is not considered Plant Property, however, a DD Form 1342 must be prepared and submitted to the Commander, MARFORRES (SUPO/PCO) upon receipt/turn-in of vehicles in the long-term lease category. The DD Form 1342 is for record purposes only and will not be loaded to the unit's plant account Consolidated Memorandum Receipt (CMR).

d. Disposition of GME. When an item of GME requires repair in excess of the one-time repair expenditure limit as outlined in paragraph 7c, the owning unit shall request disposition instructions per enclosure (1) of this Order. Upon receipt of disposition instructions, the vehicle shall be transferred to the nearest Defense Reutilization and Marketing Office (DRMO). The shipping activity shall ensure that a copy of all documentation pertinent to the vehicle is attached to and accompanies the vehicle to its destination (i.e. DD Form 1342, DD Form 1348-1, and Disposal instructions/ Authority correspondence) per references (d) and (e). Two copies of the documents shall be sent to the Commander, MARFORRES (SUPO/PCO).

7. Maintenance and Repairs

a. GME maintenance and repair costs for all MARFORRES units shall be budgeted for in Subhead (SH) .27A0.

b. Units which are unable to fund necessary repairs shall request additional funds in writing to the Commander, MARFORRES (Compt) per reference (f).

27 MAR 1997

c. The maximum one-time repair expenditure limit shall not be exceeded without prior approval of the Commander, MARFORRES (SUPO/PCO). The one-time repair expenditure limit does not apply to the replacement of tires, batteries, antifreeze, or repair kit tools unless the cost of the repairs were incurred through an accident. Utilize the following chart and formula to calculate the one-time repair limitation:

AGE OF VEHICLE (YEARS)	1	2	3	4	5	6+
y	.43	.36	.30	.23	.16	.10

Vehicle Cost X y + Repair Limit

Example: 1980 vehicle costing \$12,345.00

$$\$12,345 \times .10 = \$1234.50$$

$$\text{Repair Limit} = \$1234.50$$

d. GME shall be maintained as per the manufacturer's recommendations while the warranty is in effect. Upon expiration of the warranty, GME shall be maintained on a 12 month/6000 mile schedule for automotive equipment and a 12 month/520 hour schedule for Material Handling Equipment (MHE) and engineer equipment. This scheduled maintenance shall consist of an inspection by a qualified mechanic followed by servicing as required. Additionally, a safety inspection shall be conducted annually. Forms and records required for the maintenance and operation of GME are outlined in reference (e). A publications control system within the unit shall be established per appendix B of reference (g).

e. In addition to the safety inspection for Material Handling Equipment (HME), all load lifting equipment requires an annual load testing certification. Load testing should be completed during your annual safety inspection. A copy of the load testing certificate shall be forwarded to the Commander, MARFORRES (SUPO/PCO) for each piece of load lifting equipment.

8. Modification of GME. Modifications to GME are not authorized without written permission from the Commander, MARFORRES (SUPO/PCO). When required, the below information shall be forwarded to this Headquarters.

a. Requests to modify GME:

(1) A detailed description of the modification to be performed or additional systems to be installed.

(2) The vehicle code and Marine Corps Registration Number (number of the equipment to be modified).

(3) The age and accumulated mileage/hours of the equipment.

(4) Itemized cost of the modification.

(5) A complete justification for the intended modification.

(6) A statement of availability of funds or request for additional funds to perform the modification.

b. Upon completion of the modification, the unit shall forward a copy of any documentation and a change to DD Form 1342 reflecting the increased value of the end item, if applicable.

#### 9. Operation of Vehicles

a. Reference (h) establishes standard licensing procedures for operators of military motor vehicles to include commercial GME. Reference (i) establishes standard licensing procedures for operators of engineer equipment to include commercial MHE. Operators of MHE are also subjected to any additional licensing requirements stipulated in local regulations of the host military activity where operator examinations are conducted. Further guidance regarding MHE licensing procedures shall be requested from the Commander, MARFORRES (G-4/EngrO).

b. Operators of GME are required, at a minimum, to have a valid, unsuspended state drivers license. The U.S. Government Motor Vehicle Operator Identification Card (SF-46 or OF-346) is not required by operators driving commercial GME vehicles under 10,000 lbs gross vehicle weight. Prior to licensing, applicants less than 26 years of age must possess documented evidence of successful completion of a recognized Drivers Improvement Course (i.e. AAA, Base Safety Office, etc.).

c. Commanders/Inspector Instructors and Officers In Charge shall designate and supervise the training of all GME vehicle operators. Vehicle operators shall be primarily enlisted Marines. Reference (h) directs that officers shall not drive a government vehicle (commercial or tactical) except for those selected billets which may require an officer to drive. Within MARFORRES, this applies only to active duty Commanders/Inspector Instructors and executive officers/assistant Inspector Instructors requiring the official use of a sedan or van when enlisted drivers are unavailable or other mission requirements dictate this need. When it is determined that other active duty or any Reserve officer is required to operate GME, authorization must be granted in writing by the Commander, MARFORRES (SUPO/PCO). Whenever approval is granted, an entry shall be made in the officer's OQR. This authorization is automatically rescinded upon termination of the specific requirement and/or when the officer is transferred. Officers shall not routinely drive except when warranted in an official duty capacity.

27 MAR 1997

10. Official Use. Official use of commercial vehicles is defined as transportation which is essential to accomplishing any mission the Marine Corps is authorized to conduct. However, this broad definition is modified by the following guidance.

a. Mission. Commercial vehicles are assigned to units to support day-to-day administrative operations. Units may use commercial vehicles for administrative purposes in support of Reserve weekend field training and at Annual Training (AT) when training sites are within the Permissible Operating Distance (POD) for commercial vehicles established for each unit per paragraph 14 of this Order. Use of commercial vehicles in support of Reserve field training is authorized only when a valid administrative support requirement exists that can be accomplished effectively through the use of commercial vehicles. The use of commercial vehicles in support of Reserve field training as a matter of convenience and comfort for personnel is not authorized. Commercial vehicles used to support Reserve training shall be driven on paved surfaces only. Transportation in support of unit training shall be provided from assigned tactical vehicles or by lease of vehicles from commercial sources. Leased commercial vehicle requirements to support unit training shall be budgeted for in Subhead .27A0.

b. Economy. Vehicle use shall be coordinated to ensure that transportation in support of assigned missions is accomplished in the most economical manner.

c. Liability. The possible liability incurred as a result of personal injury and loss or damage of property shall be given consideration when authorizing transportation for civic groups or other non-DOD personnel. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, official, social or civil functions, parades, and military field demonstrations. A waiver of liability (enclosure (7)) should be obtained from all non-Government personnel prior to transport. For passengers under 18 years of age, a parent or guardian must sign the waiver.

d. Special Privileges. Transportation by government vehicle will not be provided if justification is based on reasons of rank, prestige or personal convenience as addressed in paragraph 2003.2E of reference (a). Further, "joy riding" of GME vehicles is strictly prohibited. Offenders may be subjected to court-martial proceedings.

e. Domicile to Duty. The Comptroller General of the United States has ruled that transportation to and from work is a personal expense. Reference (a), paragraph 2004 provides basic policies for use of commercial vehicles from domicile to duty.

11. Responsibilities

27 MAR 1997

a. The MARFORRES Supply, Property Control Officer, shall function as the MARFORRES GME Officer and is responsible for the coordination of replacement/transfer, disposition, and accountability of GME assets and the submission of required reports based on requested input from all MARFORRES units by this Headquarters.

b. All unit commanders are responsible for the proper administration and management of commercial vehicles assigned to their unit and shall designate commercial vehicle operators and unit dispatcher.

c. The dispatcher's responsibilities are to:

(1) Ensure that all vehicles are dispatched per policies governing the authorized use of commercial vehicles.

(2) Dispatch vehicles to only those operators possessing a valid state driver's license and an OF-346 issued (when required) as per the provisions of references (a), (h), and this Order. Dispatchers shall ensure all GME vehicle operators have thoroughly "checked out" the safe driving operation of the vehicle to be driven.

Different sized vehicles require different driving techniques (i.e. sedan and van will have some variances).

(3) Schedule and monitor required maintenance on commercial vehicles as per reference (a) and this Order.

(4) Ensure vehicles are in safe and operable condition prior to dispatch.

(5) Report known or suspected abuse or unauthorized use of government vehicles immediately.

(6) Maintain required dispatching records (see paragraph 12 of the Order).

(7) Pool vehicles and consolidate trips when feasible.

(8) Report accidents promptly.

(9) Ensure drivers are equipped with all required equipment (i.e. safety gear) and administrative forms prior to dispatch (see paragraph 12 of this Order).

d. The driver's responsibilities are to:

(1) Operate their assigned vehicle in a safe and prudent manner for the purpose which the vehicle was dispatched.

ForO 11240.3

27 MAR 1997

(2) Perform before, during, and after operational maintenance for correcting discrepancies, where possible, and report all discrepancies to the dispatcher.

(3) Prepare the Motor Vehicle Utilization Record (DD Form 1970).

(4) Report all accidents promptly to the dispatcher.

(5) Take pride in the appearance of the vehicle and maintain it in proper state of cleanliness.

(6) Ensure seat belts are properly worn by all personnel during the operation of the vehicle at all times.

12. Dispatching Records. A trip ticket (NAVMC 10627-SD) or DD Form 1970 shall be issued to the driver upon dispatch. Dispatchers shall retain DD Form 1970 and NAVMC 10627-SD on file for at least one month. The Commander, MARFORRES is authorized Class B "continuing" dispatch. All other dispatches within MARFORRES shall be Class C pool dispatches.

13. Required Equipment. Commercial vehicles shall not be operated unless the following items are on hand in the vehicle:

a. Spare tire, jack, and lug wrench.

b. First aid kit, flare kit, CO2 fire extinguisher, and flashlight.

c. Forms: Operators Report of Motor Vehicle Accident (SF-91) and Accident Identification Card (DD Form 518).

d. Sufficient seat belts for driver and all passengers.

e. Any other items deemed appropriate by the unit commanders such as tire chains, battery, jumper cables, de-icer spray, window scrapers, etc.

14. Permissible Operating Distance (POD)

a. Reference (a) requires that a POD be developed for each site where GME is operated. POD determination is based upon when it is more economical to use commercial transportation if the vehicle is to be used outside the POD.

b. Reference (a) also requires that CMC (LFS-2) be notified when a POD exceeds a 75-mile radius. In view of the unique transportation requirements of MARFORRES units, this Headquarters has obtained authority from CMC to establish a POD for each Reserve center based upon local mission-essential driving requirements (i.e.



routine day-to-day operations, casualty assistance visits, funeral details, medical support requirements, property disposal trips, and local administrative support of Reserve training). In order to provide some flexibility in meeting GME operating requirements, a POD radius of 150 miles is established for each Reserve center. Units that require an extended POD are to submit a request with justification to the Commander, MARFORRES (SUPO/PCO).

15. Minimum Walking Distance. A "minimum walking distance" is the distance of points of travel beyond which it is reasonable to provide GME for transportation. A minimum walking distance shall be included in each installation's GME SOP. Specific clarification on this shall be provided by units contacting the MARFORRES Supply Property Control Office on a case-by-case basis.

16. Vehicle Rotation. Reference (a) provides a life expectancy table for commercial vehicles based on mileage and age. When one vehicle is tasked with heavy usage while another is seldom used, an age/mileage imbalance is created resulting in uneconomical use of assets.

a. Dispatchers shall monitor accumulated mileage and rotate vehicle assignments accordingly.

b. Vehicle transfers shall be directed by the Commander, MARFORRES (SUPO/PCO) based on mileage and age reflected on the annual GME reports.

17. Loaning of Commercial Vehicles. Marine Corps vehicles, when available and without detriment to the unit's transportation requirements, may be loaned to other government agencies and military departments for short periods to aid in "other than normal" requirements. The loan of vehicles and the period of time involved shall be at the discretion of unit commanders. Unit commanders are encouraged to coordinate with other nearby Reserve units for the purpose of pooling vehicle resources and assisting one another through short-term loans of commercial vehicles.

18. Accidents. Take the following actions in the event of an accident involving a commercial vehicle:

a. Operators of government motor vehicles involved in any accident, regardless of the amount of damage, personal injury, or fatality, no matter how caused, must immediately stop at the scene and remain until they have:

(1) Given aid and assistance to any injured person.

(2) Safeguarded the scene against further accident.

ForO 11240.3  
27 MAR 1997

(3) Exchanged names and addresses with the driver and other persons concerned with the accident (government vehicle operator's address of his/her MARFORRES unit).

(4) Exhibited as a minimum, a valid state drivers license when requested.

(5) Obtained names and addresses of all participants and all witnesses to the accident.

(6) Fulfilled requirements of civil and military law prevailing in the area of operation, with exceptions as noted in paragraphs 18c and 18d below. In addition to those actions listed above, local laws usually require written reports when an injury or death occurs (and in some cases when there is only property damage). Regulations applicable to contiguous areas may be considered.

b. Operators involved in accidents shall notify their supervisory officials as soon as possible.

c. Operators and passengers in Marine Corps conveyances involved in accidents may not make any statement admitting responsibility, or discuss the accident with other "interested" parties.

d. If local laws or regulations require police investigation, drivers shall comply by furnishing ownership and identification data of the government vehicle, by providing names and addresses of the persons involved. This includes exhibiting their valid state drivers license or OF-346. Liaison with local traffic agencies shall result in agreement on procedures and policy to fulfill the requirements of these instructions. Mutual desire to cooperate should be developed and encouraged between agencies.

e. When an operator receives a citation, subpoena, summons, tag or ticket, or other notices of arrest based upon an accident investigation, he/she shall immediately advise his/her superior, who in turn shall advise the Commander, MARFORRES (SJA).

f. Operators shall submit a SF-91 to the dispatcher to be maintained in the unit's files for a period of six years after the case is closed.

g. Immediately thereafter, a copy of the completed SF-91 shall be sent to Commander, MARFORRES (SUPO/PCO). The Investigative Report of Motor Vehicle Accident (SF-91A) is used in conjunction with the SF-91 and is completed by the investigating officer per instructions contained in reference (c) and the Manual of the Judge Advocate General.

27 MAR 1997

h. The unit shall then prepare, as per reference (d), either a Minor Mishap Report (damage estimated under \$1,000) or a Class D Message Mishap Report (damage estimated over \$1,000) and submit it to the Commander, MARFORRES (SUPO/PCO). A copy of the report shall be retained on file for a period of five years.

i. Required repairs shall not be accomplished in excess of the one-time repair limit until approval is obtained from the Commander, MARFORRES (SUPO/PCO).

#### 19. Disposition Instructions

a. When the equipment meets the replacement criteria of reference (a), disposal instructions shall be requested by the affected unit. The request shall consist of an original Limited Technical Inspection (LTI) (see enclosure (2)) with a cover letter using enclosure (2) to this Order as guidance.

b. When delivery of the equipment to DRMO has been accomplished as directed by the Commander, MARFORRES (SUPO/PCO), a completed copy of the DD Form 1348-1 and DD Form 1342, (enclosure (3)), to include an original and 2 copies, shall be forwarded to the Commander, MARFORRES (SUPO/PCO). Plant Property records shall be adjusted accordingly by MARFORRES Supply/PCO.

#### 20. Reports

a. The Annual Garrison Mobile Equipment Usage Report in the format provided in enclosure (4) of this Order shall be submitted to the Commander, MARFORRES (SUPO/PCO) no later than October 1st following the fiscal year reported on. An Annual Garrison Mobile Equipment Usage Report shall be prepared for each item of assigned GME individually.

b. The Annual Garrison Mobile Equipment Long-Term Lease Report in the format provided in enclosure (5) of this Order shall be submitted to the Commander, MARFORRES (SUPO/PCO) no later than October 1st following the fiscal year reported on.

c. The Scheduled Maintenance Report in the format provided in enclosure (6) to this Order shall be submitted for GME to the Commander, MARFORRES (SUPO/PCO) no later than ten days after completion of scheduled maintenance as outlined in reference (f).

d. Rigid adherence to timely submission of these mandated reports shall be adhered to by all units. Failure to comply may result in loss/redistribution of GME assets to the other units in need.

ForO 11240.3

27 MAR 1997

21. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



F. E. GILLESPIE III  
Chief of Staff

DISTRIBUTION: D

Copy to: CMC (Code LFS-2)

ForO 11240.3  
27 MAR 1997

GUIDANCE FOR REQUESTING DISPOSITION  
INSTRUCTIONS FOR GARRISON MOBILE EQUIPMENT

UNIT LETTERHEAD

11240

From: Unit Address  
To: Commander, Marine Forces Reserve (SUPO/PCO) 4400 Dauphine  
Street, New Orleans, LA 70146

Subj: REQUEST DISPOSITION INSTRUCTIONS FOR GARRISON MOBILE  
EQUIPMENT (GME)

Ref: (a) MCO P11240.106A  
(b) ForO 11240.3

Encl: (1) NAVMC 10284 for MCRN # XXXXXX (Original LTI)

1. Per the reference, request disposition instructions for 8-passenger van, G0501, # XXXXXX.
2. The second paragraph shall provide the following information:
  - a. Year of manufacture.
  - b. Accumulated mileage or hours of use as applicable to the equipment.
  - c. Acquisition cost, as obtained from local records.
  - d. Maximum one-time repair expenditure limit.
  - e. Total repair costs.
3. If requesting to repair the vehicle, the third paragraph shall provide information about the status of replacement equipment (if known) and the availability of funds. This statement may influence decisions to authorize repair or direct disposition of the equipment.
4. Point of contact with phone numbers.

ENCLOSURE (1)

27 MAR 1997

LIMITED TECHNICAL INSPECTION (NAVMC 10284)**LIMITED TECHNICAL INSPECTION - MOTOR TRANSPORTATION (4730)****NAVMC 10284 (REV. 9-93) (EF) SN: 0000-00-003-1906 U/I: PAD (100 SHEETS PER PAD)**

(PREVIOUS EDITIONS ARE OBSOLETE AND WILL NOT BE USED)

TYPE OF VEHICLE		UNIT ASSIGNED		SIZE		DRIVE								
MANUFACTURER		MODEL		CHASSIS SERIAL NO.		YEAR OF MANUFACTURE		REGISTRATION NO.						
CONDITION CODE								MILEAGE						
GROUP	PART	SATISFACTORY	REPAIR	REPLACE	MISSING	COST	GROUP	PART	SATISFACTORY	REPAIR	REPLACE	MISSING	COST	MULTI TO BE MADE
01	ENGINE						13	TIRES						
02	CLUTCH						13	TRACKS						
03	CARBURETOR						13	WHEELS						OTHER SHORTAGES
03	FUEL PUMP						14	STEERING GEAR						
03	FUEL TANK						14	HYDRAULIC SYSTEM						
03	DIESEL MULTIPUL FUEL						15	FRAME						
03	INJECTORS						15	TOWING CONNECTION						
03	METER PUMP						16	SHOCK ABSORBERS						MAJOR DAMAGE OBVIOUSLY DUE TO OTHER THAN FAIR WEAR AND TEAR
03	TURBO CHARGER						16	SPRINGS						
03	FLAME HEATER						17	FENDERS						
04	MUFFLER & TAIL PIPE						17	HOOD						
05	FAN & WATER PUMP						18	BODY						
05	RADIATOR						18	CAB						LETTER OF INVESTIGATION REFERENCE:
06	BATTERY						18	FLOOR						
06	DISTRIBUTOR						18	GLASS						
06	GENERATOR						18	INTERIOR TRIM						
06	LIGHTS						18	SEAT & UPHOLSTERY						LETTER OF UNSERVICEABLE PROPERTY REFERENCE:
06	STARTER						20	WINCH						
06	REGULATOR						21	DRUM GUARD OR ROLL						
06	WIRING						21	LAMP GLASS						
07	TRANSMISSION						22	VEHICLE ACCESSORIES						
08	TRANSFER						22	CANVAS						
09	DRIVE SHAFT						22	INSTRUMENTS						
10	FRONT AXLE						27	ARMAMENT						
11	INTERMEDIATE AXLE						28	PART						TOTAL COST OF THESE REPAIRS
11	REAR AXLE						29	5TH WHEEL						
12	PARKING BRAKE SYSTEM						30	SUMP HOIST						INDIVIDUAL REPAIR EXPENDITURE LIMIT
12	SERVICE BRAKE SYSTEM						31	WRECKER BODY						

REMARKS

DATE		MECHANIC SIGNATURE	
ACTIVITY		DATE	SIGNATURE OF MAINTENANCE OFFICER

ENCLOSURE (2)

27 MAR 1997

DOD PROPERTY RECORD (DD FORM 1342)

<b>DOD PROPERTY RECORD</b>												Form Approved OMB No. 0704-0246 Expires Oct 31, 1991
Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.												
1.	a. ACTIVE	b. INITIAL	c. IDLE	d. CHANGE	2. JULIAN DATE	3. I.D. GOVERNMENT TAG NO.						
<b>SECTION I - INVENTORY RECORD</b>												
4. COMMODITY CODE		5. STOCK NUMBER		6. ACQUISITION COST		7. TYPE CODE	8. YR OF MFG.	9. POWER CODE	10. STATUS CODE	11. SVC CODE	12. COMMAND (13. ADM OFFICE) CODE	
14. NAME OF MANUFACTURER						15. MFR'S CODE		16. MANUFACTURER'S MODEL NO.		17. MANUFACTURER'S SERIAL NO.		
18. LENGTH		19. WIDTH		20. HEIGHT		21. WEIGHT		22. CERTIFICATE OF NON-AVAILABILITY NUMBER		23. REP NO.		24. PRO
25. CONTRACT NUMBER												
26. DESCRIPTION AND CAPACITY												
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO												
<b>SECTION II - ELECTRICAL CHARACTERISTICS</b>												
a. QTY		b. HORSEPOWER		c. VOLTS		d. PHASE		e. CYCLE		f. AC/DC		g. SPEED
h. TYPE AND FRAME NUMBER												
28a. PRESENT LOCATION												
28b. DIPEC CONTROL NO.												
29. POSSESSOR CODE												
<b>SECTION III - INSPECTION RECORD</b>												
YES NO												
30. Can items be stored and maintained on site for at least 12 months?												
31. Has item been repaired/overhauled? If so, when? Date												
32. Has item been modified from original configuration? If so, explain in remarks.												
33. Was item inspected under power? If no, explain in remarks.												
34. Are maintenance costs normal? If no, explain in remarks.												
35. Are safety devices adequate and satisfactory? If no, explain in remarks.												
36. Are installation instructions available for transfer?												
37. Are operating instructions available for transfer?												
38. Was item last used on a training operation?												
39. Will adjustments or calibration correct deficiencies?												
40. Is item severable without damage to components? If not, give their replacement cost.												
41. Is item in operable condition?												
42. Must item be repaired/rebuilt/overhauled to perform all functions?												
43. Do QC records indicate satisfactory performance? If no, explain in remarks.												
44. Are manually operated mechanisms in working order? If no, describe in remarks.												
45. Are scales, pans, and scales working and readable? If no, describe in remarks.												
46. Are hydraulic pumps, valves, fittings operating properly? If no, describe in remarks.												
47. Are electronics systems and controls operating properly? If no, explain in remarks.												
48. How many hours was item used by current possessor?												
49. Explain under remarks last use of equipment described in item 26 above.												
50. Estimated cost for packing, crating, handling.												
51. Indicate date item will be available for redistribution.												
52. Condition code.												
53. Operate to test code.												
<b>SECTION IV - REMARKS</b>												
54. REMARKS												
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO												
<b>SECTION V - VALIDATION RECORD</b>												
55. VALIDATION (Typed names and signature(s))												

27 MAR 1997

# DOD PROPERTY RECORD (DD FORM 1342)

## GENERAL INSTRUCTIONS

1. Purpose. The primary purposes of this form are to establish a classification for Marine Corps Motor Transport vehicles, based on their mechanical condition and to determine the economical reparability of affected vehicles. The standards of this limited technical inspection will be in the pertinent technical manual for the vehicle, except that service will not be performed nor will assemblies be disassembled for inspection.

2. After careful consideration of all deficiencies found during this inspection, the vehicle will be classified by a "letter condition code" in accordance with the following.

### LETTER CONDITION

- A Serviceable - issuable without qualification
- B Serviceable - issuable with qualification
- C Serviceable - Priority issue
- D Serviceable - Test/Modification
- E Unserviceable - Limited restoration
- F Unserviceable - Repairable (Use Codes W, Y, Z & 2 if applicable)
- G Unserviceable - Incomplete
- H Unserviceable - Condemned
- W Repairable Repair Cost 11 - 25% Standard unit price
- Y Repairable Repair Cost 26 - 40% Standard unit price
- Z Repairable Repair Cost 41 - 85% Standard unit price
- 2 Repairable cost of repairs above 85% of unit price

Ref: MCO P4400.82

(Detailed explanation of classifications and condition codes are contained in MCO P4400 series).

3. The condition letter determined as a result of this inspection will be marked upon the vehicle in large type in a conspicuous place with gasoline - soluble paint.

### SPECIFIC INSTRUCTIONS

4. Enter the complete nomenclature of the vehicle on the first full line on the front of this form as shown by the following examples:

- a. Type of vehicle - Truck, 2 1/2 ton, 8x6, Cargo; Wrecker; Ambulance; etc.
- b. Unit assigned, 3/12, 8th MTBN, etc.
- c. Size - 2 1/2 ton, 5 ton, etc.
- d. Drive - 4x2; 6x6; 2 wheel, etc.

5. Fill the equipment data on the following line. The model referred to in the second space is the manufacturer's model or series number for tactical vehicles. The age of the vehicle may be determined from the date of delivery imprinted on its nameplate or from available records. The mileage indicated should be the true value as determined from records if the speedometer is known to be incorrect.

6. On the third line, check the letter condition determined from this inspection.

7. Indicate the appropriate condition of the listed items according to the following categories:

- a. Satisfactory - The unit is not considered to require any repairs.
- b. Repair - Requires repairs which can be accomplished without major disassembly of the unit or the equipment.
- c. Replace - The unit is in need of repairs which will necessitate major disassembly, or the unit is considered to be beyond economical repair.
- d. Missing - The unit listed as missing will require replacement if the equipment is completed and placed in serviceable condition. Missing items must be fully justified in Remarks column. Items missing due to cannibalization will not be condoned.

8. In the blank spaces provided, list any additional items which are not in satisfactory condition, indicating the condition of each.

9. Where there is more than one unit of the listed item on the vehicle, enter the appropriate number rather than a checkmark under the column to indicate their condition.

10. Unless otherwise required, the cost figures need only be entered when the economical reparability of the vehicle is to be determined or when disposition instructions for the vehicle are requested.

11. Submit the following information in the provided spaces:

- a. Marine Corps Order Modifications which are known to be lacking. This determination will be made by visual inspection without disassembly.
- b. Other Shortages. Enter such missing items as are not otherwise shown and which will affect the class and service of the vehicle.
- c. Major Damage Obviously Due to Other Than Fair Wear and Tear. Enter items, such as frozen cylinder block, damage in transit, and damage due to wrecks, that are required to establish responsibility for this condition.
- d. Remarks. Enter any other information not otherwise included that is considered of importance and to have a bearing on the classification assigned.

ENCLOSURE (3)



ANNUAL GARRISON MOBILE EQUIPMENT REPORT FORM

UNIT LETTERHEAD

11240

From: Unit Address  
To: Commander, Marine Forces Reserve (SUPO/PCO) 4400 Dauphine  
Street, New Orleans, LA 70146  
  
Subj: ANNUAL GARRISON MOBILE EQUIPMENT REPORT  
  
Ref: (a) MCO P11240.106A  
(b) ForO 11240.3

1. Per the reference, the following information is submitted:
  - a. Vehicle Code.
  - b. Manufactured Year.
  - c. Marine Corps Registration Number.
  - d. Accumulated Mileage/Hours at the Beginning of the Reporting Period.
  - e. Accumulated Mileage/Hours at the End of the Reporting Period.
  - f. Average Miles Per Gallon.
  - g. Chassis/Manufacture Serial Number.
  - h. Total Procurement Cost.
  - i. Vehicle Manufacture.
2. Point of contact with phone numbers.

ENCLOSURE (4)

ForO 11240.3  
27 MAR 1997

ANNUAL GARRISON MOBILE EQUIPMENT LONG-TERM LEASE REPORT FORM

UNIT LETTERHEAD

11240

From: Unit Address  
To: Commander, Marine Forces Reserve (SUPO/PCO) 4400 Dauphine  
Street, New Orleans, LA 70146  
Subj: ANNUAL LONG-TERM LEASE REPORT  
Ref: (a) MCO P11240.106A  
(b) ForO 11240.3

1. Per the reference, the following information is submitted:
  - a. Vehicle Code.
  - b. Lease Start Date.
  - c. Lease End Date.
  - d. Total Number Days.
  - e. Total Lease Cost.
  - f. Total Number Miles/Hours.
2. Point of contact with phone numbers.

ENCLOSURE (5)

27 MAR 1967

SCHEDULED MAINTENANCE REPORT

UNIT LETTERHEAD

11240

From: Unit Address  
To: Commander, Marine Forces Reserve (SUPO/PCO) 4400 Dauphine  
Street, New Orleans, LA 70146

Subj: SCHEDULED MAINTENANCE REPORT

Ref: (a) MCO P11240.106A  
(b) ForO 11240.3

1. Per the reference, the following information is submitted:
  - a. Vehicle Code.
  - b. Marine Corps Registration Number.
  - c. Manufacture Year.
  - d. Mileage/Hours.
  - e. Total maintenance cost from last scheduled date to present.
  - f. Description of maintenance performed from last schedule date to present.
2. Point of contact with phone numbers.

ENCLOSURE (6)

GOVERNMENT TRANSPORTATION

WAIVER OF LIABILITY

In consideration of receiving free transportation from the United States Marine Corps by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ other transportation by this and other means that may be reasonably required, commencing on or about \_\_\_\_\_ and ending on or about \_\_\_\_\_, I hereby release the United States Government, including all its subdivisions, officers, military personnel, employees and agents from all liability for any injuries or death that may result to me from this transportation, whether caused by negligence or other wise. I understand that in transporting me, the United States government is not acting as a common carrier for hire and does not bear the liabilities attaching to that status. I acknowledge that I voluntarily accept such transportation and that I am under no compulsion to do so. I understand that my accepting such transportation, I incur no obligation towards the United States Government except as imposed by this release. I agree that this release not only binds myself, but also my family, heirs, assigns, administrators, and executors.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

If applicant is under 18 years of age and parents are available, waiver must be co-signed by parent or guardian.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

ENCLOSURE (7)